From:	Caloggero, Dina (DPH)
Sent:	Thursday, February 24, 2011 4:45 PM
To:	McMahon, Sandra (DPH)
Cc:	OLeary, Nancy (DPH); Nassif, Julianne (DPH)
Subject:	FW: LSS floor Training (no)
Attachments:	LSS Floor iTraining 20101025 2slide.pdf; LSS Floor iTrainingEval 20101025.pdf; SA0010110 AccessAgreement Form 20101001.doc

Hi Sandra,

Just following up this to see if you completed this training. We are planning on activating the door on 3 West next Tuesday, 3/1 and need you to complete this training in order to grant you access to the restricted area.

Please call me if you have any questions. I am at extension 6601.

Thanks...Dina

From: Nawn, Kathleen (DPH)
Sent: Friday, January 28, 2011 4:48 PM
To: Cc: O'Brien, Elisabeth (DPH); Nassif, Julianne (DPH); Caloggero, Dina (DPH); Han, Linda (DPH)
Subject: FW: LSS floor Training (no)

Nancy-
The MDPH Drug Analysis Lab will be implementing enhanced **L**ab **S**ecurity **S**ystem measures for entering the 3rd floor, 3 West corridor .
These measures are tentatively scheduled to begin March 1, 2011.

You have been identified as needing routine access to 3 West.
Your existing employee ID/ access card will be activated so that you may continue to enter and exit at the 3rd floor elevator lobby or the 3 West stairwell (on south end of hall way).

Before your card can be updated for 3 West access and to familiarize you with the new access procedure, please complete the LSS floor training:
1. review the attached powerporint training (each page has two slides).
2. print and complete the post-training evaluation
3. print and complete the acceptance agreement for Restricted Floor
4. return 2 and 3 to Kathy Nawn in room 454 (4th floor, west corridor).

If you have any questions, pleae contact me.
Thanks for your help...............kathy

Kathleen L. Nawn, MHS, MLS (ASCP)^{CM}
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